

MINUTES FROM A REGULAR MONTHLY MEETING HELD BY THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF WARREN IN THE WARREN COUNTY ARMORY CIVIC CENTER MEETING ROOM ON MONDAY, DECEMBER 7, 2015 AT 6:15 PM.

The meeting was called to order by Chairman Barry Richardson. Other Commissioners present: Bertadean Baker, Tare Davis, Victor Hunt and Jennifer Jordan. Others in attendance: County Manager Linda T. Worth, Finance Director Gloria Edmonds and County Attorney Karlene Turrentine.

Clerk to the Board read the “Conflict of Interest Disclaimer.”

“Members of the County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict”.

In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.

Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?

If so, please identify the conflict and refrain from any undue participation in the particular matter involved.

Citizen Comments were as follows:

Lorenzo Wilkins, Compass Youth Center: an area non-profit, working with school system and youth to make a difference. Solicited support from Board for future events.

Bryan Coppedge – declined comments.

Bishop Moore Bynum – available to assist the county in any way needed.

On motion of Commissioner Baker, which was seconded by Commissioner Jordan and duly carried by unanimous vote, December 7, 2015 Agenda was adopted.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Consent Agenda Item 6A - Minutes of November 2, 2015 meeting were approved.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Consent Agenda Item 6B – Interest Income Report for October 2015 was approved:

**INTEREST INCOME REPORT
MONTH OF OCTOBER 2015**

FUND	OCTOBER INCOME	FISCAL YEAR TO - DATE
General	440.33	1,567.26
Revaluation	25.68	85.42
E 911 Telephone System	28.90	101.70
Buck Spring Project	20.67	68.76
Simulcast System Upgrade	29.54	99.98
Regional Water Enterprise Fund	76.96	255.97
District 1 Enterprise Fund	69.83	232.27

Solid Waste	5.40	16.80
District II Enterprise Fund	90.00	299.28
District III Enterprise Fund	43.72	145.43
District III Phase III	0.40	3.07
Emergency Services Headquarters	8.30	32.32
Recreation Complex Phase III	2.47	24.91
	842.20	2,933.17

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Consent Agenda Item 6C – Tax Collector’s Report for October 2015 was accepted in accordance with NCGS 105-350:

**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month October 2015**

Current Year Collections

Tax Year	Charge	Collected in October	Collected to Date	Balance Outstanding	Percentage Collected
October 2015 FY16	\$16,399,985	\$763,541	\$3,679,453	\$12,720,532	22.44
October 2014 FY15	\$16,436,599	\$641,088	\$3,470,932	\$12,965,667	21.12

Delinquent Collections

Year	Charge	Collected	Balance	Percentage
2014	\$499,595	\$14,772	\$115,194	23.06
2013	271,115	7,145	38,442	14.18
2012	169,495	3,924	17,876	10.55
2011	121,569	539	8,434	6.94
2010	100,184	801	6,829	6.82
2009	89,881	396	5,659	6.30
2008	85,895	424	2,873	3.34
2007	95,186	164	2,237	2.35
2006	98,935	107	798	0.81
2005	84,236	467	1,512	1.79
Total Delinquent Years	\$ 1,616,091	\$28,739	\$ 199,854	\$ 1,416,238

Other October Receipts
 County Penalties
 Landfill User Fees
 Municipalities
 Fire District Taxes
 Advance Taxes

\$ 6,457	\$ 36,740
\$ 61,247	\$ 294,212
\$ 28,157	\$ 126,870
\$ 41,200	\$ 198,975
\$ 3,340	\$ 5,378

OCTOBER GRAND TOTAL

\$ 932,681	\$4,541,482
-------------------	--------------------

Starlin L. Beatty, Tax Administrator 11/16/2015
 Starlin L. Beatty, Tax Administrator DATE

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Request for Tax Releases Over \$100 was approved in accordance with NCGS 105-381 - TAXPAYER'S REMEDIES:

Over \$100	11/26/2015	Date: _____
ERROR CORRECTION RELEASES:		
CONTERRA ULTRA BROADBAND LLC	2015 33290 208	29155 \$423.48 BILLED INCORRECTLY/REBILLED
HOWARD CLINTON M	2015 9871 301 J4 68	7700 \$377.59 HSE NOT COMPLETED FOR 2015
IAK GARY & NANCY	2015 31853 301 E3 13	9230 \$223.77 DWELLING IN VP CONDITION
JUDKINS HATTIE & GEORGE	2005 23304 105	33856 \$218.57 SW SOLD IN 2004
JUDKINS HATTIE & GEORGE	2006 23304 106	36312 \$208.25 SW SOLD IN 2004
JUDKINS HATTIE & GEORGE	2007 23304 107	38710 \$198.15 SW SOLD IN 2004
JUDKINS HATTIE & GEORGE	2008 23304 108	41049 \$189.55 SW SOLD IN 2004
JUDKINS HATTIE & GEORGE	2009 23304 109	43591 \$173.37 SW SOLD IN 2004
JUDKINS HATTIE & GEORGE	2010 23304 110	46367 \$186.80 SW SOLD IN 2004
JUDKINS HATTIE & GEORGE	2011 23304 111	47837 \$176.16 SW SOLD IN 2004
JUDKINS HATTIE & GEORGE	2012 23304 112	51293 \$165.35 SW SOLD IN 2004
JUDKINS HATTIE & GEORGE	2013 23304 113	55123 \$159.69 SW SOLD IN 2004
JUDKINS HATTIE & GEORGE	2014 23304 114	58396 \$146.10 SW SOLD IN 2004
JUDKINS HATTIE & GEORGE	2015 23304 200	27579 \$133.81 SW SOLD IN 2004
MOORE MICHAEL	2015 33855 300 H1C 21	14911 \$118.94 MH BURNED 7/2014
MOORE SCOTT L	2013 39185 113	54895 \$175.74 TAXPAYER MOVED TO GA IN 2012
MOORE SCOTT L	2014 39185 114	58134 \$147.66 TAXPAYER MOVED TO GA IN 2012
MOORE SCOTT L	2015 39185 200	26308 \$148.57 TAXPAYER MOVED TO GA IN 2012
RICHARDSON RONALD	2015 34037 301 I9 112 A1	23636 \$139.34 MH & BOAT JUNKED IN 2013
YOUNGBAR RICKY A & SHERI L	2015 23107 301 HID 81	645 \$1,071.84 CORRECTED LAND VALUE PER PTC
SUB-TOTAL ERROR CORRECTIONS:		\$4,782.73
SUB-TOTAL CORRECTION RELEASES:		\$4,782.73
Total Releases		\$ 4,782.73

LANDFILL USER FEE RELEASES:

BAKER BARBARA D	2015 3904 300	F5 36	12643	\$120.00 PRIVATE HAULER
BATTLE NATASHA	2015 25624 300	C5 21	21939	\$120.00 PRIVATE HAULER
BUXTON PLANTATION	2015 17830 300	G12 15	2070	\$120.00 PRIVATE HAULER
CAMPBELL SYLVIA E	2015 6097 301	H4 5F1	19434	\$120.00 PRIVATE HAULER
CAPPS AMON L PROP LLC	2015 37830 300	I12 13	2266	\$120.00 HSE NOT LIVEABLE
CAPPS AMON L PROP LLC	2015 37830 301	J12 22	2267	\$120.00 HSE NOT LIVEABLE
CARTER DEREK	2015 14094 300	K5 43	2337	\$120.00 NO ELECTRICITY
CHEEK MARLIN C	2015 8140 200		26534	\$120.00 NO ELECTRICITY
CLARK CARLA J WILLIAMS	2015 1849 300	K5 54A	20023	\$120.00 PRIVATE HAULER
DAVIS WILBUR & PATRICIA	2015 11428 300	C5 32A	1204	\$120.00 PRIVATE HAULER
DRAKE ALICE J	2015 20071 300	L4C 28	10478	\$120.00 PRIVATE HAULER
FREITAG PETER	2015 34230 300	F1C 94A	23004	\$120.00 PRIVATE HAULER
GHEE THOMAS & GLENDA	2015 29506 301	D7 10 D1	22964	\$120.00 PRIVATE HAULER
GREEN ELEANOR M	2015 16224 302	C7 69A	18891	\$120.00 NO ELECTRICITY
HARRIS E B & ANNE FAM LLC	2015 17830 358	H10 5A	17052	\$120.00 PRIVATE HAULER
HIGH & HIGH INC	2015 6673 300	I5 22	11142	\$120.00 PRIVATE HAULER
HOURIGAN BRIAN	2015 37615 300	J2C 12 13	12717	\$120.00 PRIVATE HAULER
HUDGINS LESLIE S	2015 39152 300	L2C 156	3235	\$120.00 PRIVATE HAULER
HUTCHENS STEPHEN T	2015 19791 300	H1C 87	8854	\$120.00 PRIVATE HAULER
INGLEDDUE JANICE L	2015 21309 300	K3A 64	6509	\$120.00 PRIVATE HAULER
JOHNSON EFFIE C	2015 22488 300	F9 25C	22518	\$120.00 NO ELECTRICITY
JOHNSON ELVERTIE HEIRS	2015 22018 300	F7 39	5666	\$120.00 NO ELECTRICITY
JORDAN JAMES JR	2015 23130 300	H6 47	7115	\$120.00 PRIVATE HAULER
JORDAN MARY ELIZA	2015 7784 300	C5 21	14163	\$120.00 PRIVATE HAULER
KENNEDY ROBERT G	2015 170 300	K2A 105	14730	\$120.00 PRIVATE HAULER
KILLIAN SUSAN C	2015 248 301	J4 67A	1133	\$120.00 HSE NOT LIVEABLE
LOVE GRAY S	2015 35552 300	K2A 93	12753	\$120.00 PRIVATE HAULER
NORTH BIRDS NEST LLC	2015 39274 300	L3C 55	18611	\$120.00 PRIVATE HAULER
PARKER DONNIE	2015 40740 300	I3D 241	1192	\$120.00 NOT LIVABLE
PERSON MILDRED	2015 31507 300	E2 102	9549	\$120.00 PRIVATE HAULER
SANTASIERE MICHAEL	2015 15973 300	L2D279	4645	\$120.00 PRIVATE HAULER
SEAY RICHARD I	2015 7766 300	L2B 14 15	9114	\$120.00 PRIVATE HAULER
SMITH MARY A	2015 38001 306	L2C 1 2	10143	\$120.00 PRIVATE HAULER
SMITH MARY A	2015 38001 304	L2A 61A	19270	\$120.00 PRIVATE HAULER
SMITH MARY A	2015 38001 309	K3C 35	13272	\$120.00 PRIVATE HAULER
SMITH MARY A	2015 38001 322	L2C128	11857	\$120.00 PRIVATE HAULER
SMITH MARY A	2015 38001 332	L2C 26	8758	\$120.00 PRIVATE HAULER
SMITH MARY A	2015 40142 300	L2C 39	2351	\$120.00 PRIVATE HAULER
SMITH MARY A	2015 38001 329	K8 33	310	\$120.00 PRIVATE HAULER
SMITH MARY A	2015 38001 300	L2C213	9029	\$120.00 PRIVATE HAULER
SMITH MARY A	2015 38001 301	L2C211	10032	\$120.00 PRIVATE HAULER
SOMMA VINCIENT	2015 31851 300	D3 72B	23322	\$120.00 PRIVATE HAULER
VAN PETTEN THOMAS	2015 41720 300	J2C 25	12993	\$120.00 PRIVATE HAULER
WHITT FORREST & MARY	2015 17900 300	J2C 78	6111	\$120.00 PRIVATE HAULER
WILLIAMS JACQUELINE	2015 14678 200		27097	\$120.00 PRIVATE HAULER
WILLIAMS JULIA & LEON	2015 4343 300	C5 42A	19332	\$120.00 PRIVATE HAULER
WILLIAMS JOHN R	2015 38811 300	K3C100	12895	\$120.00 PRIVATE HAULER
YOUNG KARL	2015 409 300	J2A 76	14218	\$120.00 PRIVATE HAULER

TOTAL LFUF RELEASES:

\$5,760.00

Total Releases

\$ 10,542.73

County Manager approved request for Tax Releases Under \$100 are as follows:

Linda J. Worth

Under \$100

11/25/2015

Date: 11/30/15

ERROR CORRECTION RELEASES:

NAME	Year	ACCT#	MAP #	RECORD	AMOUNT	REASON
BROWN COLLEEN	2015	21442 300	I9 12	2977	\$22.40	OVER ASSESSED/WRONG ACREAGE
HODGE KAREN	2015	37614 300	L3C 36	10437	\$80.77	NO MH ON PROP/PT LISTED TWICE
RICHARDSON ALBERT F & V	2015	33314 300	I8 28	10293	\$60.10	OLD DWELLING NO VALUE
SINCLAIR ROBERT C SR	2012	30344 112		51203	\$55.49	BOAT OVER ASSESSED
SINCLAIR ROBERT C SR	2013	30344 113		55016	\$59.73	BOAT OVER ASSESSED
SINCLAIR ROBERT C SR	2014	30344 114		58240	\$63.76	BOAT OVER ASSESSED
SINCLAIR ROBERT C SR	2015	30344 200		26814	\$67.58	BOAT OVER ASSESSED
WALKER ALLEN R & DEBORAH BOWES	2015	36576 303	D4 9	13021	\$33.28	DWELLING TORN DOWN IN 2014

SUB-TOTAL ERROR CORRECTIONS:

\$ 443.11

Total Releases

\$ 443.11

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Report of November 3, 2015 Elections Canvass Results as required by NC General Statute 163-182.6, for Board's information from Town of Macon, Town of Warrenton and Town of Norlina was accepted.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Performance Bond renewal for Finance Director Gloria Edmonds, effective January 15, 2016 to January 15, 2017 at a bond premium cost of \$200 for \$50,000 coverage, was approved.

On motion of Commissioner Jordan, which was seconded by Commissioner Davis and duly carried by unanimous vote, Amendment #5 to the Warren County FY 2015-2016 Budget Ordinance was adopted.

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2015/2016
Amendment No. 5**

Section 1 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

<u>Increase/(Decrease) Appropriations:</u>		
Debt Services	\$	2,429
Court Facilities		29,871
Tax Collection		13,152
Tax Assessor		13,152
DSS Administration		40,156
Youth Services Bureau		2,114
Armory		22,150
Health Department		(4,323)
Rural Operating Assistance Program		(2,425)
County Commissioners		2,200
Building, Grounds & Maintenance - Major Building Repairs		(116,734)
Building, Grounds & Maintenance - Contingency		(3,861)
Total	\$	(2,119)

Section 2 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

<u>Increase/(Decrease) Revenues:</u>		
Restricted Intergovernmental - Health		(4,323)
Fund Balance Appropriated		1,358
Restricted Intergovernmental - Other		846
Total	\$	(2,119)

This amendment:

- appropriates additional funds to the Debt Services budget to cover expenses associated with the Moody's Investors Service bond rating.
Funding Source: Fund Balance Appropriated
- appropriates funds to the Court Facilities budget for building repairs maintenance (i.e., roof and gutter repairs).
Funding Source: Building, Grounds & Maintenance - Major Building Repairs
- appropriates funds to the Tax Collector budget for building repairs and maintenance (i.e., roof upgrade).
Funding Source: Building, Grounds & Maintenance - Major Building Repairs
- appropriates funds to the Tax Assessor budget for building repairs and maintenance (i.e., roof upgrade).
Funding Source: Building, Grounds & Maintenance - Major Building Repairs
- appropriates funds to the DSS Administration budget for building repairs and maintenance (i.e., roof upgrade).
Funding Source: Building, Grounds & Maintenance - Major Building Repairs
- appropriates funds to the Youth Services Bureau budget for building repairs and maintenance (i.e., roof upgrade).
Funding Source: Building, Grounds & Maintenance - Major Building Repairs
- appropriates funds to the Armory budget for parking lot upgrades and lawn maintenance.
Funding Source: Building, Grounds & Maintenance - Major Building Repairs
- adjusts the Health Department budget to the most recent state grant allocations.
Funding Source: N.C. Department of Health & Human Services
- adjusts the Rural Operating Assistance Program budget to the most recent state grant allocations.
Funding Source: N.C. Department of Transportation
- appropriates funds to the County Commissioners budget for a board retreat in January.
Funding Source: Fund Balance Appropriated

Respectfully Submitted 12/7/2015

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

On motion of Commissioner Baker, which was seconded by Commissioner Jordan and duly carried by unanimous vote, Amendment #7 to the Simulcast System Upgrade Capital Project Ordinance was adopted.

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
SIMULCAST SYSTEM UPGRADE
(Amendment No. 7)**

Section 3 of the above-reference capital project ordinance shall be amended as follows:

Increase/(Decrease) Revenues:

Proceeds Installment Purchase	\$ (587,250)
Loan Proceeds	750,000
Total	\$ 162,750

Section 4 of the above-reference capital project ordinance shall be amended as follows:

Increase/(Decrease) Appropriations:

Construction Contract	75,026
System Equipment Contract	50,000
Contingency	37,724
	\$ 162,750

This amendment adjusts the budget to the most recent cost estimates of the project.

Respectfully Submitted 12/7/2015

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Andy Smith, Director - Warren County Health Department on recommendation of the Board of Health, presented the following individuals for re-appointment to the Board of Health for an additional term, expiring December 31, 2018.

Member	Position
Vivian Abbott Loyd (Registered Nurse - 2 nd term
Dr. James E. Crenshaw, Jr	Dentist - 2 nd term
Dr. Merwin Dieckman	Physician - 5 th term
Dr. Amy O'Malley	Veterinarian - 5 th term

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Vivian Abbott Loyd, Registered Nurse and Dr James E. Crenshaw, Jr, Dentist were each re-appointed to a second (2nd) three year term on the Board of Health. Terms expire December 31, 2018.

On motion of Commissioner Baker, which was seconded by Commissioner Davis and duly carried by unanimous vote, Dr. Merwin Dieckman, Physician was re-appointed to a fifth (5th) three year term on the Board of Health. Term expires December 31, 2018.

On motion of Commissioner Baker, which was seconded by Commissioner Jordan and duly carried by unanimous vote, Dr. Amy O'Malley was re-appointed to a fifth (5th) three year term on the Board of Health. Term expires December 31, 2018.

Starlin Beatty, Tax Administrator, presented for consideration an Agreement between Warren County and Mark D. Bardill, P.C. a North Carolina professional corporation for continuation of legal services to provide foreclosure actions on delinquent real property taxes due to the County; effective for a four (4) year term.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, Tax Foreclosure Attorney Agreement between Warren County and Mark D. Bardill, P.C., was approved in accordance with NC General Statute 131E-128, pending review by County Attorney. County Manager Linda Worth and Starlin Beatty, Tax Administrator were authorized to sign the Agreement. FUNDING SOURCE: Foreclosure proceeds and/or General Fund.

Warren County "Parks & Recreation Facility Rental Fee Schedule" tabled from October 5, 2015 regular meeting, was submitted for a second time to adopt as recommended by Warren County Recreation Commission.

On motion of Commissioner Jordan, which was seconded by Commissioner Davis and duly carried by unanimous vote, Warren County Parks & Recreation Facility Rental Fee Schedule as recommended by the Warren County Recreation Commission was adopted, effective immediately.

PARKS & RECREATION RENTAL FEES

Gym	Non-profits: \$20.00/hour General Public: \$25.00/hour NOTE: If renter charges an admission fee: \$75.00/hour. There is an additional \$10.00/hour fee if clock operator is needed. Weekend Tournament Fee: Non-profits: \$300.00 General Public: \$350.00 Bona fide organized Youth Groups (documentation required) may use the Gym for a \$10.00 flat fee for 2 hour (maximum) sessions. Sessions must be scheduled in advance.
Picnic Shelter	Non-profits: \$20.00 (4 hours); \$35.00 (8 hours) General Public: \$25.00 (4 hours); \$40.00 (8 hours)
Ball Field (per Field) hours	Non-profits: \$10.00/hour General Public: \$15.00/hour NOTE: Lights are an additional \$15.00/hour, with a minimum of 2 hours
Soccer Field	Non-profits: \$30.00 (4 hours); \$50.00 (8 Hours) General Public: \$35.00 (4 hours); \$55.00 (8 hours)
Ball Field (Tournament)	Non-profits: \$200.00 General Public: \$250.00
Field Prep	\$30.00 per field
Pool	\$2.00 per person
Pool Party	\$120.00 (2 hours), maximum 30 people

For the purpose of charity fund raising or holding a community event: national, state, regional or local organizations may use the gym or ball field, once yearly, without incurring a user fee. **However, such use is limited to an event that is open to the public and free of admission charges. In addition, the organization must pay a non-refundable cleaning and damage fee of \$75.00.**

Warren County agencies are exempt from rental fees. Public schools of Warren County are also exempt from fees so long as the event is open to the public and free of admission charges. However, when charging admission, a rental fee of \$25.00 per game will be assessed.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, *Resolution Sale of Surplus Warren County Property*, was adopted which declared bleachers from John Graham Gym and exam table from Health Department as surplus property pursuant to Article 12, NCGS 160A-268, and authorized said property be conveyed or sold by auction, bid or electronic advertisement. Authorized Chairman Richardson to sign same.

**RESOLUTION
SALE OF SURPLUS
WARREN COUNTY PROPERTY**

WHEREAS, the County of Warren has certain personal properties which are no longer used by Warren County Departments and may lawfully dispose of such property through on-line auction or disposal.

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, NC GS 160A-268, the Warren County Board of Commissioners authorize the sale through on-line auction or disposal of:

- Parks & Recreation: Old Bleachers***
- Health Department: Exam Table***

These items are being sold in “as is” condition with no warranties.

The Warren County Board of Commissioners reserves the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner in its best interest.

BE IT FURTHER RESOLVED, The Board of Commissioners authorizes the County Manager (or designee) to dispose of this property and incur those costs incidental to sell property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with auction site, notice in the Warren Record Newspaper and otherwise appropriately advertised according to law.

ADOPTED this the 7th day of December 2015.

WARREN COUNTY BOARD OF COMMISSIONERS
Barry Richardson, Chairman

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, *Resolution Sale of Surplus Warren County Property*, was adopted which declared tax foreclosed properties as surplus pursuant to Article 12, NCGS 160A-268, and authorized said property be sold by auction, bid or electronic advertisement. Authorized Chairman Richardson to sign same.

**RESOLUTION
SALE OF SURPLUS
WARREN COUNTY PROPERTY**

WHEREAS, the County of Warren has certain properties which have been foreclosed for delinquent taxes and may lawfully dispose of such property through on-line auction.

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, NC GS 160A-268, the Warren County Board of Commissioners authorizes the sale through on-line auction of the following real property:

<i>Tax ID #'s</i>	<i>Outstanding Property Description</i>	<i>Tax & Fees</i>
<i>I3D455</i>	<i>Lt 116 Buck Spring, Beavertail Dr, River Township</i>	<i>\$3,618.01 (1 lot)</i>
<i>L2B 54G</i>	<i>130 Ingram Rd, Roanoke Township</i>	<i>\$1,892.72 (1.1 acres)</i>
<i>E5 139A</i>	<i>Tanner Meeting House Rd, Warrenton Township</i>	<i>\$3,011.88 (0.78 acre)</i>
<i>F7 74 C7</i>	<i>Baltimore Rd, Shocco Township</i>	<i>\$4,343.63 (2.19 acres)</i>

The properties will not be open for inspection and are being sold in “as is” condition with no warranties. A minimum bid has been established per property. The Warren County Board of Commissioners reserves the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner in its best interest. All questions should be directed to: Linda T. Worth, County Manager, (252) 257-3115 (8:30 am – 5:00 pm, Monday through Friday) or e-mailed to lindaworth@warrencountync.gov.

BE IT FURTHER RESOLVED, The Warren County Board of Commissioners authorizes the County Manager (or designee) to dispose of this property and incur those costs incidental to sale property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with auction site, with notice in the Warren Record Newspaper and otherwise appropriately advertised according to law.

ADOPTED this the 7th day of December 2015.

WARREN COUNTY BOARD OF COMMISSIONERS
Barry Richardson, Chairman

On motion of Commissioner Baker, which was seconded by Commissioner Davis and duly carried by unanimous vote, *Resolution Conveying Personal Property by Private Sale*, declaring computer systems no longer used by County Departments as surplus personal property pursuant to Article 12, NCGS 160A-268 and authorized said property be conveyed by private sale for \$1 to: Loaves & Fishes Food Ministry; Warren Family Institute; Warren Community Health Clinic; and PierView Community Innovations. Chairman Richardson was authorized to sign the Resolution.

*Resolution Conveying Personal Property
By Private Sale*

WHEREAS, the County has the authority to convey property pursuant to N.C.G.S. § 159A-176, and;

WHEREAS, N.C.G.S. § 160A-279 states that a County may, in lieu of or in addition to an appropriation of funds, convey real or personal property it owns, by private sale, to any non-profit entity (Agency) which carries out a public purpose, and;

WHEREAS, in such conveyance, the County shall attach covenants and/or conditions that assure that said property will be put to a public use by the recipient Agency, and;

WHEREAS, notice of this private sale has been published pursuant to N.C.G.S. § 160A-267.

NOW THEREFORE BE IT RESOLVED BY THE WARREN COUNTY BOARD OF COMMISSIONERS THAT: The Warren County Board of Commissioners hereby orders the County Manager to dispose of and convey, by private sale, Dell Desktop Computers with Monitor to:

- Loaves & Fishes Food Ministry
- Warren Family Institute
- Warren Community Health Clinic
- PierView Community Innovations

Agency shall pay Warren County \$1.00 for each computer **previously used by Warren County Memorial Library.**

Said property shall be used by Agency(ies) for public purposes, in accordance with its mission statement in serving the public, as required by N.C.G.S. § 160A-279.

ADOPTED this the 7th day of December 2015.

WARREN COUNTY BOARD OF COMMISSIONERS
Barry Richardson, Chairman

On motion of Commissioner Davis, which was seconded by Commissioner Baker and duly carried by unanimous vote, 2016 Board of County Commissioners Regular Monthly Meeting Schedule was adopted, meetings begin at 6:00 pm in the Armory Civic Center Meeting room, unless otherwise noticed:

January 4 th May 2 nd	February 1 st June 6 th	March 7 th July 11 th (2nd Monday)	April 4 th August 1 st
September 12 th (2nd Monday)	October 3 rd	November 7 th	December 5 th

On motion of Commissioner Davis, which was seconded by Commissioner Hunt and duly carried by unanimous vote, 2016 Board of County Commissioners Work Session Schedule was adopted, meetings begin at 6:00 pm in the Armory Civic Center Meeting room, unless otherwise noticed:

February 17 th	April 20 th	June 15 th
August 17 th	October 19 th	December 14 th

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, 2016 Board of County Commissioners Planning Retreat was scheduled for January 20, 2016 from 8:30 am to 4:30 pm in the Vance Granville Community College Community Room, Warren County Campus.

On motion of Commissioner Davis, which was seconded by Commissioner Jordan and duly carried by unanimous vote, “2016-2018 Community Development Block Grant (CDBG) Plan to Further Fair Housing” was adopted. Chairman Richardson and/or County Manager Worth were authorized to sign document.

Recipient’s Plan to Further Fair Housing

Grantee: Warren County	
Recipient’s Address: 602 West Ridgeway Street, Warrenton, NC 27589	
Contact Person: Linda Worth	Contact Phone #: 252/257-3115
Contact Email: lindaworth@warrencountync.gov	TDD #: 1-800-735-2962.

- I. Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.**

- II. Identify and analyze obstacles to affirmatively furthering fair housing in recipient’s community. (Use additional pages as necessary)**
 - *Lack of a “One-Stop” or Central Resource Center for Housing Related Activities in Warren County:* Warren County’s housing activities are spread across a number of public, private and non-profit organizations. With such a broad field of providers, residents may be unsure how to access fair housing information or resources.
 - *Lack of Public Education Regarding State and Federal Housing Laws:* Because activities related to housing, including fair housing resources, are divided among a variety of organizations, it is difficult to identify the extent to which residents are able to access and utilize information regarding housing laws. In addition, the rural makeup of Warren County and potential difficulty in accessing transportation could further complicate residents’ ability to obtain information regarding housing laws.
 - *Lack of Fair Housing Complaints:* A lack of complaints regarding fair housing could result if residents are unaware of fair housing complaint procedures even when they know the laws and believe discrimination has occurred. Although Warren County received no complaints regarding fair housing, it does not provide conclusive evidence that discriminatory practices do not exist within the jurisdiction.

III. Will the above activities apply to the total municipality or county?

Yes No **If no, provide an explanation.**
(Use additional pages as necessary)

IV. Briefly describe the quarterly activities that the recipient will undertake over the active period of the grant to affirmatively further fair housing in their community. A time schedule and estimated cost for implementation of these activities must be included. Activities must be scheduled for implementation at least on a quarterly basis. (Use attached table)

- *Enhance Educational Opportunities:* An on-going educational program regarding fair housing choice and home buying programs should be made available to all residents including prospective renters/buyers, landlords and realtors and lending institutions. Potential organizations to host educational seminars include the county, private organizations, and non-profits and organizations already providing some housing related training. Specific activities to enhance education regarding fair housing and housing laws include publishing and distributing fair housing information and providing fair housing brochures, pamphlets and posters to organizations involved in housing activities in Warren County.
- *Collaborative Effort to Strengthen Education and Awareness:* Housing counseling and information regarding fair housing is conducted by a number of organizations. Home buying seminars and fair housing access seminars are not held regularly. Local organizations in the area will work together to identify gaps in training and housing seminars and provide such training on a regular basis.
- *Improve Accessibility to Resources:* Due to Warren County's small population and rural makeup, low and moderate income residents may have a difficult time obtaining transportation to housing resources. Public and private organizations should strengthen the advertisement of resources to reach target populations and maximize opportunities available to residents. Specific activities include advertising and publishing information, publishing notices and complaint procedures related to fair housing in local newspapers and ensuring local organizations have access to and utilize current fair housing materials in the course of service provision.

Grantee: Warren County

Quarterly Fair Housing Activity	Months	Year	Estimated Cost	Actual Cost
<i>Example: Establish FH policy, Complaint Procedure</i>	<i>Jan-Mar.</i>	<i>20xx</i>	<i>\$xxxx</i>	<i>\$xxxx</i>
Read New Fair Housing Policies	Jan-Mar	2016	2,090	
Update Analysis to Impediments to FH. Submit to Compliance@nccommerce.com for review.	Jan- Mar	2016	\$440	
Continue to update Analysis to Impediments to FH based on comments from CIA Compliance Dept. recommendation. Establish FH complaint procedure	Apr-Jun	2016	630	
Publish FH complaint procedure in newspaper. Develop Fair housing month flyer and place at public library and other public	Jul- Sept	2016	55	
Conduct inventory of current FH educational materials in English and Spanish	Oct-Dec	2016	55	
Request posters and brochures in English and Spanish from the NC Human Relations Commission	Jan-Mar	2017	75	
Check County Manager to see if a resident(s) has filed a complaint. Check with Human Relations Commission to see if resident(s) has filed a complaint	Apr-June	2017	290	
Place English and Spanish educational materials in the public Library and other public agencies	Jul-Sep	2017	90	
Develop Fair Housing Month flyer and place at public library and other public agencies	Oct-Dec	2017	235	
Place FH coloring sheets for children in public library and other public agencies. Educational booth/workshop at African American Cultural Festival	Jan-Mar	2018	58	
Coordinate with Chamber of Commerce for outreach activity...educational booth/workshop at Fall Festival	Apr-Jun	2018	58	
Check with NC Human Relations Commission for FH complaints and to order additional FH materials	Jul-Sept	2018	58	
Replenish FH educational materials at the public library and other public agencies	Oct-Dec	2018	245	
Develop Fair Housing Month flyer and place at public library and other public agencies.				
Place FH coloring sheets for children in public library and other public agencies. educational booth/workshop at African American Cultural Festival				
Coordinate with Chamber of Commerce for outreach activity. Educational booth/workshop at Harvest Festival				

- V. **Describe recipient's method of receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under this CDBG grant. Include a description of how the recipient informs the public about the complaint procedures.** (Use additional pages as necessary)
- 1) Any person or persons wishing to file a complaint of housing discrimination in *Warren County* may do so by **informing the County Manager** of the facts and circumstance of the alleged discriminatory acts or practice.
 - 2) Upon receiving a housing discrimination complaint, the *County Manager* shall acknowledge the complaint within **10 days in writing** and inform the Rural Economic Development Division-State CDBG and the North Carolina Human Relations Commission about the complaint.
 - 3) The *County Manager* shall **offer assistance** to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the *Warren County*.
 - 4) The *County Manager* shall **publicize** in the local newspaper, with the TDD#, the local agency to contact with housing discrimination complaints.

Esta información está disponible en español. Póngase en contacto con Linda Worth, Administrador del Condado, 252/257-3115

lindaworth@warrencountync.gov, si usted tiene una queja de vivienda justa. Condado de Warren utiliza el número TDD Estado que es: 1-800-735-2962.

Linda T. Worth, Warren County Manager presented request to appoint two (2) interim departmental directors as follows:

Dennis Paschall, EMS Division Chief, to serve as Interim Director of Emergency Services, until the vacant position is filled.
 Effective: December 1, 2015
 Salary: Increase annual base salary by \$5,000

Gary Holtzmann, Soil & Water Conservation District Conservationist, to serve as Interim Soil & Water Conservation District Director until Larry West, Current District Director, returns from sick leave to full-time status.
 Effective: December 1, 2015
 Salary: Increase annual base salary by \$5,000

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Dennis Paschall, EMS Division Chief, was appointed to serve as Interim Director of Emergency Services, until the vacant position is filled. Effective: December 1, 2015; with annual base salary increased by \$5,000. Funding source: Lapsed Salaries/Fringes in the Emergency Services Budget.

On motion of Commissioner Baker, which was seconded by Commissioner Hunt and duly carried by unanimous vote, Gary Holtzmann, Soil & Water Conservation District Conservationist, was appointed to serve as Interim Soil & Water Conservation District Director until Larry West, District Director, returns from sick leave to full-time status. Effective: December 1, 2015; with annual base salary increased by \$5,000. Funding source: Fund Balance.

Having repealed the Warren County Personnel Ordinance (Updated 1998), it was presented to consider adopting said document as the "Warren County Personnel Policy" until such time as an updated comprehensive County Personnel Policy is completed and presented for the Board's consideration and adoption.

A motion to approve "Warren County Personnel Policy" was made by Commissioner Davis, which was seconded by Commissioner Hunt.

Discussion followed.

County Attorney Turrentine was of the opinion that the document lacks a great number of federal requirements, policies adopted between 1998 and current date (12-7-2015), which address items

not included in the Personnel Ordinance will be overturned if Personnel Policy (prior personnel ordinance) is adopted.

A statement was read by Commissioner Davis in support of adopting the proposed Personnel Policy to ensure the County has something in place.

Chairman Richardson relinquished chair to Vice-Chair Baker in order to participate in discussion. He stated, I am not sure what the best decision would be. The action of repealing the ordinance was taken to protect the employees, why can't we adopt the prior ordinance as a policy?"

Votes to adopt Personnel Policy were as follows:

Ayes: Davis & Hunt

Nays: Jordan, Baker & Richardson

Motion failed, former Warren County Personnel Ordinance was not adopted as Warren County Personnel Policy.

Having been granted authority to approve contracts up to but not to exceed \$50,000, County Manager's Report of contracts approved in the month of November 2015 was presented for the Board's information.

On motion of Commissioner Jordan, which was seconded by Commissioner Hunt and duly carried by unanimous vote, County Manager's report of contracts approved in November 2015 was accepted as information only.

RE: Notice of Contracts Approved by the County Manager

Pursuant to the contracting authority granted to me by the Board of County Commissioners, please be advised that I have approved the following contractual agreements in the month of November 2015 on behalf of Warren County:

Warren County EMS

**GPS Mobile Solutions
Raleigh, NC**

A GPS Fleet Management Extended Service Agreement has been entered into with GPS Mobile Solutions for EMS vehicles. Funds are included in the EMS FY 16 budget to pay the initial installation fees and the recurring monthly monitoring fees.

Buck Spring – Phase I Capital Project

**SOLEX Architecture, Inc.
308 Craghead St., Suite 102-C
Danville, VA 24541**

I have accepted the proposal from SOLEX Architecture for the provision of architectural/engineering services for the Buck Spring Project – Phase I. The lump sum fee of \$50,000 for the provision of Design Services, Bid Assistance, and Construction Administration will be paid from the Buck Spring Capital Project budget.

Animal Control

**Central Virginia Horse Rescue, Inc.
389 Boydton Plank Road
Brodnax, VA 23920**

A service agreement for Seizure and Care of Distressed Equines has been entered into with the Central Virginia Horse Rescue. Services to be provided under this agreement include humane intervention for mistreated, malnourished, abused, and/or distressed equines discovered in Warren County. There is no cost to the county associated with the provision of these services.

On motion of Commissioner Baker, which was seconded by Commissioner Jordan and duly carried by unanimous vote, County Manager's report of November 2015 activities was approved.

RE: November 2015 Status Report

Following is a recap of my work activities for the month of November 2015:

Administration

- Prepared for and attended Board of Commissioners Regular Meeting (11/2/15)
- Interview with L. Weldon of Warren Record re: WOY Award (11/2/15)
- Met with Finance Officer re: bond refunding (11/2/15)
- Attended Environmental Management Commission Meeting Re: KLRWS IBT Certificate Request (11/4/15)
- Attended meeting to discuss Stepping Up Initiative (11/5/15)
- Met with Bond Counsel re: bond refunding (11/5/15)
- Participated in Economic Opportunity Focus Group Meeting at VGCC Main Campus (11/6/15)
- Participated in Conference Call re: bond refunding (11/6/15)
- Met with Emergency Services Director and Project Engineer to discuss Radio Upgrades Project (11/10/15)
- Veteran's Day Holiday (11/11/15)
- Met with Jane and Julia Groom to discuss proposal (11/12/15)
- Met with C. Mayes and HR Manager to discuss proposed policy for county employees to volunteer in the school system (11/12/15)
- Met with C. Guerry, B. Martin, D. Young and D. Paschall to discuss loan program through Halifax EMC for Radio System Upgrades Project (11/13/15)
- Met with EDC Director to discuss Peck Property (11/13/15)
- Prepared for and conducted monthly Department Heads meeting (11/19/15)
- Met with A. Jones, of COMPASS to discuss non-profit funding application (11/24/15)
- Annual Leave (11/25/15)
- Thanksgiving Holidays (11/26-27/15)
- Prepared for and participated in Architect Selection Committee meeting to evaluate proposals received for the Emergency Services Headquarters Facility Project (11/30/15)

Other Activities

- Attended Warren County Schools Transportation Facility Open House (11/2/15)
- Attended Farm Bureau Warrenton Office Open House (11/3/15)
- Guest Speaker for Kittrell Job Corps Office Administration Class (11/17/15)
- Attended Annual DSS Angel Tree Luncheon (11/17/15)
- Attended and participated in the Warrenton 'Town Cafe' (11/17/15)
- Attended and participated in the Annual Farm City Week Luncheon (11/18/15)
- Attended Rotary Club Clock Dedication Ceremony and Reception (11/20/15)

Project Updates

Buck Spring Project

We have negotiated an agreement with Solex Architecture, Inc. of Danville, VA to provide architect/engineering services for the Phase I - Buck Spring Project. Our first meeting to discuss preliminary plans for the Buck Spring Cabin is scheduled for 12/7/15. We are also in the process of contacting environmental assessment firms to provide quotes for assessing the old house on the Buck Spring property that is slated to be torn down for hazardous environmental materials. Once the house is assessed, we will move forward to have any identified hazardous materials abated in preparation for the demolition.

Simulcast Radio System Upgrade Project – Phase II

TSS Partners is finalizing the Request for Proposals (RFP) for the Phase II radio equipment and for the Manson Tower structural upgrade. We have secured approval from Warren Correctional Facility to use the guyed option for reinforcing the Manson Tower. With that approval, Tower Engineering Professionals can now move forward to complete the specifications and structural drawings for the Manson Tower upgrade so that it can accommodate the Phase II radio equipment. We have also received from the State of NC the lease agreements for the Manson and the Hosley Forest Towers. The lease agreements are being reviewed by TSS Partners to ensure they concur with the RFP specifications. On 11/13/15, staff met with representatives of Halifax EMC to discuss potential zero interest loan funding for this project through the Rural Economic Development Loan and Grant Program. The County will need to borrow approximately \$758,000 to supplement county funding of \$412,990 to fund this project that is estimated to cost \$1,171,000.

Emergency Services Headquarters Facility

Four responses to the Request for Qualifications for Architectural services for the Emergency Services Headquarters facility were received by the 10/28/15 deadline. The Architect Selection Committee met to review and evaluate the proposals on 11/30/15. The Committee selected three architectural firms to be interviewed on 12/8/15. Staff is also working on the USDA pre-application for funding for the project.

Ephraim Place CDBG Project

Mrs. C. Alston-Kearney, Grant Administrator, is working to identify potential home buyers for the three homes we must construct in order to meet the County's obligations for the CDBG grant received through NC Rural Development. Ms. Alston-Kearney has also prepared and submitted an updated Fair Housing Plan required for this CDBG Project to NC Rural Development.

Golden LEAF Community-Based Grantsmaking Initiative

We will be requesting Golden LEAF to close-out the planning grant received for the CAVE Project on 12/31/15, and will return any remaining grant funds to Golden LEAF. Staff is continuing to search for additional financial resources and potential tenants for the Peck facility to help move this project forward.

On motion of Commissioner Jordan, which was seconded by Commissioner Baker and duly carried by unanimous vote, it was ordered to enter into Closed Session in accordance with NC General Statute §143-318.11(3) to discuss Attorney/Client Privileged Information.

On motion of Commissioner Davis, which was seconded by Commissioner Jordan and duly carried by unanimous vote, it was ordered to return to the regular December 7, 2015 monthly meeting.

With no further business to discuss and on motion of Commissioner Jordan which was seconded by Commissioner Hunt and duly carried, the December 7, 2015 Board of Commissioners meeting was adjourned.



Angelena Kearney-Dunlap, Clerk